

Town of Watertown
Town Council Committee on Personnel and Town Organization
Report of the Meeting of March 23, 2016

A meeting of the Personnel and Town Organization committee was held in the Town Council Office on Wednesday, March 23, 2016 at 7:30pm for the purpose of continuing the discussions on Town Council salaries and preparation of committee meeting minutes.

Members in Attendance: Councilor Susan Falkoff, Chair; Councilor Angeline Kounelis, Secretary, and Councilor Michael Dattoli, Vice-Chair. Also in attendance were Councilors Vincent Piccirilli, Ken Woodland, and Lisa Feltner.

The committee discussed current salaries for elected officials in area municipalities with similar forms of government. It was noted that Cambridge should also be added to the list (see attached). Excluding Cambridge, salaries range from \$14,000 to volunteer (unpaid) positions.

Councilor Falkoff noted that Watertown has not increased Council salaries since 1999. There was a discussion around what current salaries would be if a 2% raise were applied year-over-year (roughly \$7,000).

Members discussed that the scope of the Council's work has changed, as there were not frequent committee meetings occurring at the same level ten to fifteen years ago. Also, in regard to the Council President salary, it was noted that this should include Council pay plus School Committee stipend.

Councilor Dattoli made a motion to refer to the Town Council a recommendation that Councilor salaries be amended to \$7,500 per annum. Councilor Kounelis seconded and the motion carried unanimously.

Councilor Dattoli made a motion to refer to the Town Council a recommendation that the Council President salary be amended to \$10,500 per annum, which includes School Committee compensation. Councilor Kounelis seconded and the motion carried unanimously.

Regarding meeting minutes, there was a discussion around the City of Waltham and City of Newton policies and procedures for preparing committee meeting minutes (see attached). One option for Watertown might be to record audio and have minutes later transcribed by a clerk. It was agreed that not every Councilor has the skills or technology to record meeting minutes and that people should have options available.

Councilor Kounelis made a motion to recommend to the Town Council that an option be available for committee members that choose not to take their own minutes. If the council approves the idea of alternate ways to do minutes, the committee will re-convene and discuss alternatives. Councilor Dattoli seconded and the motion carried unanimously.

The meeting adjourned at 8:20 pm.

Minutes prepared by Councilor Dattoli.

MEMORANDUM

TO: Budget & Fiscal Oversight Committee

FROM: Angeline B. Kounelis, District "A" Councilor

RE: Town Council Committee Minutes

DATE: November 26, 2012

Herein please find my recommendation for implementation of policy and procedure for the following:

The designation of a person(s), other than the three Town Councilors appointed to serve on a Town Council Committee, who shall attend the committee meetings of and prepare the minutes of the standing Town Council Committees.

Below is a survey of how other communities with a city form of government address the issue of minutes. Of the five cities surveyed, City Councilors were not responsible for the preparation of committee minutes. All committees meet after the close of City Hall business hours. Most Councils have structured the committee meetings for a specific day of the week or prior to a City Council meeting.

CITY OF NEWTON 24 Aldermen @ \$9750/ea per yr., pop 85,146
The office of City Clerk/Clerk of Aldermen has been restructured to include non-union personnel who are responsible for the committee minutes. Compensatory (comp) time is used in lieu of monetary compensation.

CITY OF WALTHAM 7 Councilors @ \$16320/ea per yr., pop 60,632
Department Heads receive a stipend between \$3500 - \$7000 to attend and be responsible for the minutes. A union staff member of the City Clerk's/Council Clerk's office also has duties for specific meetings.

CITY OF MEDFORD 7 Councilors @ \$27529.32/ea per yr., inc. exp. pop 56,173
City Clerk/Council Clerk is responsible for all minutes. Union personnel can perform after hours administrative duties by special C.C. ordinance.

CITY OF WOBURN 9 Aldermen @ \$9000/ea per yr., pop 38,120
Minutes are prepared by the Clerk of the Committees who works within the City Clerk's/Council Clerk's office for \$45,245/yr.

CITY OF CHELSEA 11 Councilors @ \$8000/ea per yr., pop 35,177
Two administrative positions, one is half-time to the City Mgr/Council, the second handles all Council minutes at \$461.44/wk for 20 hours.

cc: Honorable Town Council
Michael J. Driscoll, Town Manager
John E. Flynn, Town Clerk
Mark R. Reich, Esq., Kopelman and Paige, P.C.

COMPARISON OF CITIES WITH WATERTOWN'S FORM OF GOVERNMENT

| TOWN | POP. | SALARY | MEETINGS PER MONTH | COMMITTEE MINUTES | #MEMBERS |
|------------------|--------|--------------------------|-----------------------|--------------------------|----------|
| BARNSTABLE | 45,193 | \$8K, VP \$10K, Pres 12K | 2 | Council admin | 13 |
| CHELSEA | 35,177 | \$14,000 | 2 | City Clerk | 11 |
| FRANKLIN | 31,635 | Volunteer | 2 | Yes | 9 |
| PALMER | 12,140 | \$1200 | 1 | Yes | 7 |
| RANDOLPH | 32,112 | Volunteer | 2 | Yes | 9 |
| WATERTOWN | 31,195 | \$5000 | 2 | Yes | 9 |
| SOUTHBRIDGE | 16,719 | Volunteer | 2 | Yes | 9 |
| WINTHROP | 17,497 | \$2600 (Pres \$5200) | 2 | Yes, or record for clerk | 9 |

Form of Government and Population information is taken from this website:

https://en.wikipedia.org/wiki/List_of_municipalities_in_Massachusetts#List_of_municipalities (sgf)

Meetings per month, committee minutes & # members provided by Gayle Shattuck

Cities in **red** have populations most comparable to Watertown

| Community | Town Council or Selectmen Salary | FY16 | Take own Subcommittee minutes Yes/No | Two Meetings/Month | # of members |
|--|--|------|--|---|--------------|
| Braintree | \$7,500 (President); \$5,000 (Councilors) | Y | No | 2 meetings per month (1 in July 1 in August) | 9 |
| Weymouth | \$9,500 (President), \$7,500 (Councilors) | Y | No, independent contractor | 2 meetings per month | 11 |
| Franklin | volunteers | | Yes | 2 meetings per month (1 in summer) | 9 |
| Palmer | \$1,200 stipend | Y | Yes | 1 meeting per month on website | 7 |
| Arlington | \$3,000 (Selectmen), \$3,500 (BOS Chair) | Y | No, they have staff | 2 regularly-scheduled on average | 5 |
| Lexington | volunteers | | N/A (5 selectmen) | 2 regularly-scheduled, more if needed | 5 |
| Belmont | \$4,500 (Selectmen), \$5,000 (BOS Chair) | Y | N/A (3 selectmen) | 2 regularly-scheduled, more if needed | 3 |
| Newton | \$9,750 | | No, they have staff | 2 regularly-scheduled | 6 |
| Watertown | \$6,500 (President), \$5,000 (Councilors) | Y | Yes | 2 regularly-scheduled | 9 |
| Waltham | \$18,038 (President), \$17,538 (Councilors) | Y | No, most subcommittees have clerks | 2 regularly-scheduled (1 in summer) | 15 |
| Chelsea | \$14,000 | Y | No, Clerk to the City Council takes minutes | 2 regulary-scheduled except July and August | 11 |
| Cambridge | \$77,934 | Y | No, City Clerk or Deputy City Clerk | 1 meeting per month plus subcommittee meetings | 7 |
| Winthrop | \$5,200 (President); \$2,600 (Councilors) | y | Yes or recorded for clerk to type | 2 Meetings per Month plus Subcommittee Meetings | 9 |
| Randolph | volunteers | Y | Yes | 2 meetings per month | 9 |
| Barnstable | \$12,000 (President) \$10,000 (Vice President) \$8,000 (Councilors) | y | Council Administrator takes subcommittee minutes. Town Clerk records T.C. meetings | 2 regularly-scheduled (1 in summer) | 13 |
| Southbridge | volunteers | Y | Yes chair of subcom. Takes minutes | 2 regularly-scheduled | 9 |
| NOTE: | | | | | |
| Newton City Council meets as a body of 24 twice a month. Each Councilor serves on two committees which meet two or three times a month depending on the committee. | | | | | |
| Each councilor will have four or five official meetings a month. | | | | | |



Town Council

TOWN OF WATERTOWN

ADMINISTRATION BUILDING • WATERTOWN, MA 02472-4410
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Ordinance # 28

O-99-28

AN ORDINANCE SETTING THE SALARY OF MEMBERS OF THE TOWN COUNCIL

Now be it ordained that the Ordinances of the City known as the Town of Watertown are hereby amended by adding a new Chapter XXIV as follows:

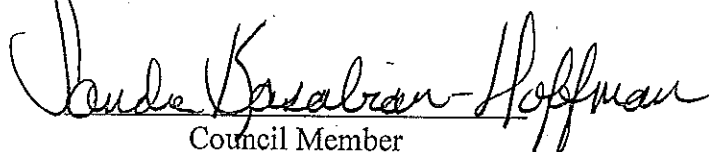
CHAPTER XXIV. TOWN COUNCIL SALARIES.

WHEREAS, Section 2-4 of the Home Rule Charter of the City known as the Town of Watertown permits the provision of an annual salary for members of the Town Council by ordinance;


NOW THEREFORE BE IT ORDAINED, that, effective the first secular day of January, 2000, the salary of the members of the Town Council shall be as follows:

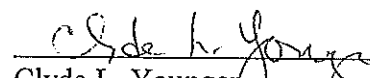
- (1) the salary of Councillors shall be \$5,000.00 per annum;
- (2) the salary of the Council President shall be \$6,500.00 per annum.

BE IT FURTHER ORDAINED, that a copy of this Ordinance shall be forwarded to the Town Treasurer and Town Auditor forthwith.


Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Ordinance was adopted by a vote of 9 for 0 against and 0 present on April 27, , 1999.


Valerie Papas
Council Clerk


Clyde L. Younger
Council President

| Calendar Year | Increasing yearly at 2% | | Increasing yearly at 2.5% | |
|---------------|-------------------------|------------------------|---------------------------|------------------------|
| | Town Councilor | Town Council President | Town Councilor | Town Council President |
| 2000 | \$ 5,000.00 | \$ 6,500.00 | \$ 5,000.00 | \$ 6,500.00 |
| 2001 | \$ 5,100.00 | \$ 6,630.00 | \$ 5,125.00 | \$ 6,662.50 |
| 2002 | \$ 5,202.00 | \$ 6,762.60 | \$ 5,253.13 | \$ 6,829.06 |
| 2003 | \$ 5,306.04 | \$ 6,897.85 | \$ 5,384.45 | \$ 6,999.79 |
| 2004 | \$ 5,412.16 | \$ 7,035.81 | \$ 5,519.06 | \$ 7,174.78 |
| 2005 | \$ 5,520.40 | \$ 7,176.53 | \$ 5,657.04 | \$ 7,354.15 |
| 2006 | \$ 5,630.81 | \$ 7,320.06 | \$ 5,798.47 | \$ 7,538.01 |
| 2007 | \$ 5,743.43 | \$ 7,466.46 | \$ 5,943.43 | \$ 7,726.46 |
| 2008 | \$ 5,858.30 | \$ 7,615.79 | \$ 6,092.01 | \$ 7,919.62 |
| 2009 | \$ 5,975.46 | \$ 7,768.10 | \$ 6,244.31 | \$ 8,117.61 |
| 2010 | \$ 6,094.97 | \$ 7,923.46 | \$ 6,400.42 | \$ 8,320.55 |
| 2011 | \$ 6,216.87 | \$ 8,081.93 | \$ 6,560.43 | \$ 8,528.56 |
| 2012 | \$ 6,341.21 | \$ 8,243.57 | \$ 6,724.44 | \$ 8,741.78 |
| 2013 | \$ 6,468.03 | \$ 8,408.44 | \$ 6,892.56 | \$ 8,960.32 |
| 2014 | \$ 6,597.39 | \$ 8,576.61 | \$ 7,064.87 | \$ 9,184.33 |
| 2015 | \$ 6,729.34 | \$ 8,748.14 | \$ 7,241.49 | \$ 9,413.94 |
| 2016 | \$ 6,863.93 | \$ 8,923.11 | \$ 7,422.53 | \$ 9,649.29 |
| 2017 | \$ 7,001.21 | \$ 9,101.57 | \$ 7,608.09 | \$ 9,890.52 |
| 2018 | \$ 7,141.23 | \$ 9,283.60 | \$ 7,798.29 | \$ 10,137.78 |